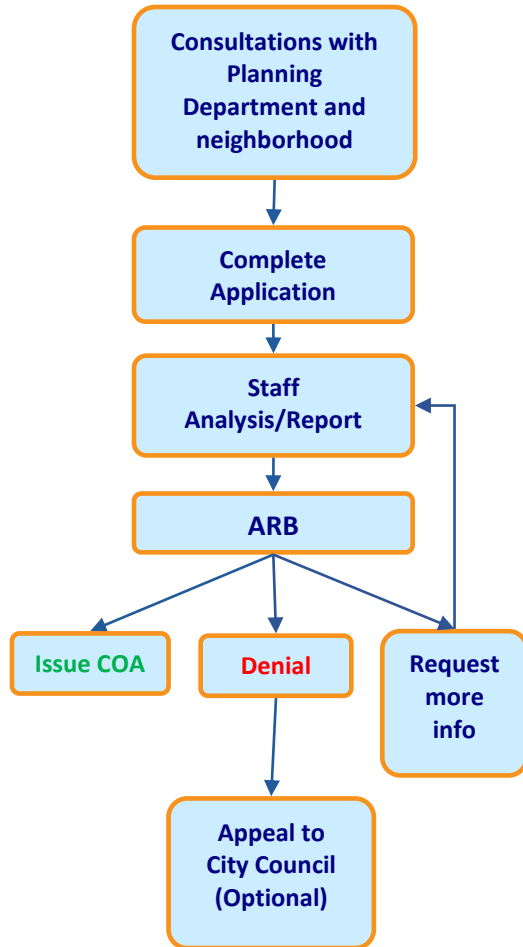


Certificate of Appropriateness Process

Below is a graphical representation of the COA process.



Additional Information

Questions regarding the COA process? Please contact Susan McBride, Principal Planner at: **(757) 823-1451** or email at: susan.mcbride@norfolk.gov.

For more information, contact the Department of City Planning at **(757) 664-4752** or email at: planning@norfolk.gov.

Suggestions for improvement? Please call or email us with your ideas.



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CERTIFICATE OF APPROPRIATENESS PROCESS



Department of City Planning



NORFOLK

CERTIFICATE OF APPROPRIATENESS (COA) PROCESS

What is the Norfolk Local Historic District Program?

The purpose of the **Norfolk Local Historic District Program** is to protect areas of the City that have special historic or cultural significance, encourage infill development that is compatible with the character of the existing area, discourage the loss of historic resources, and promote historic preservation throughout Norfolk. Designation as a local historic district protects Norfolk's historic resources for future generations. The **Norfolk Architectural Review Board (ARB)** reviews all applications within the local historic districts.

What does the ARB review specifically?

The ARB reviews all exterior alterations, new construction, and some demolition in the city's local historic districts for issuance of **Certificates of Appropriateness (COA's)**.

What are Historic Districts and how many are there in Norfolk?

Chapter 9 of the Norfolk Zoning Ordinance establishes the land use regulations that define the **Historic and Cultural Conservation Districts (HC)** as areas of the City that possess significant historic character. There are currently **four local historic districts (Ghent, East and West Freemason, and Hodges House)** and **one historic overlay district (Downtown)** in

Norfolk, representing both residential and commercial areas of the City.

The **Local Historic District Guidelines** are designed to be used for decisions made by property owners, architects, and engineers working in local historic districts. They can be found at: www.norfolk.gov/arb >> Boards and Commissions >> Architectural Review Board.

When is a COA necessary for Historic Districts?

If a structure, project or site is located in one of the City's four local ordinance historic districts or historic overlay district, or if a non-conforming property is a contributing structure in a State or National Register Historic District and wishes to expand or improve.

What is the process?

In order to maintain the character of these districts all exterior alterations visible from the public right-of-way, new construction and often demolition, must be approved through the **Design Review Process** (see *Design Review Process brochure*) and property owners must obtain a **COA**.

How long does the process take?

The typical COA process can take between **2-6 weeks**. The timeframe and action required for the COA process is dependent on the project's size and scale.

How much does it cost?

The application fee for a COA is **\$5.00**. The *after-the-fact* fee is **\$255.00**.

Where to apply

The COA application is available at Planning Department offices or online at: <http://www.norfolk.gov/arb> >> Boards and Commissions >> Architectural Review Board.

